

MID-ATLANTIC ARCHIVIST

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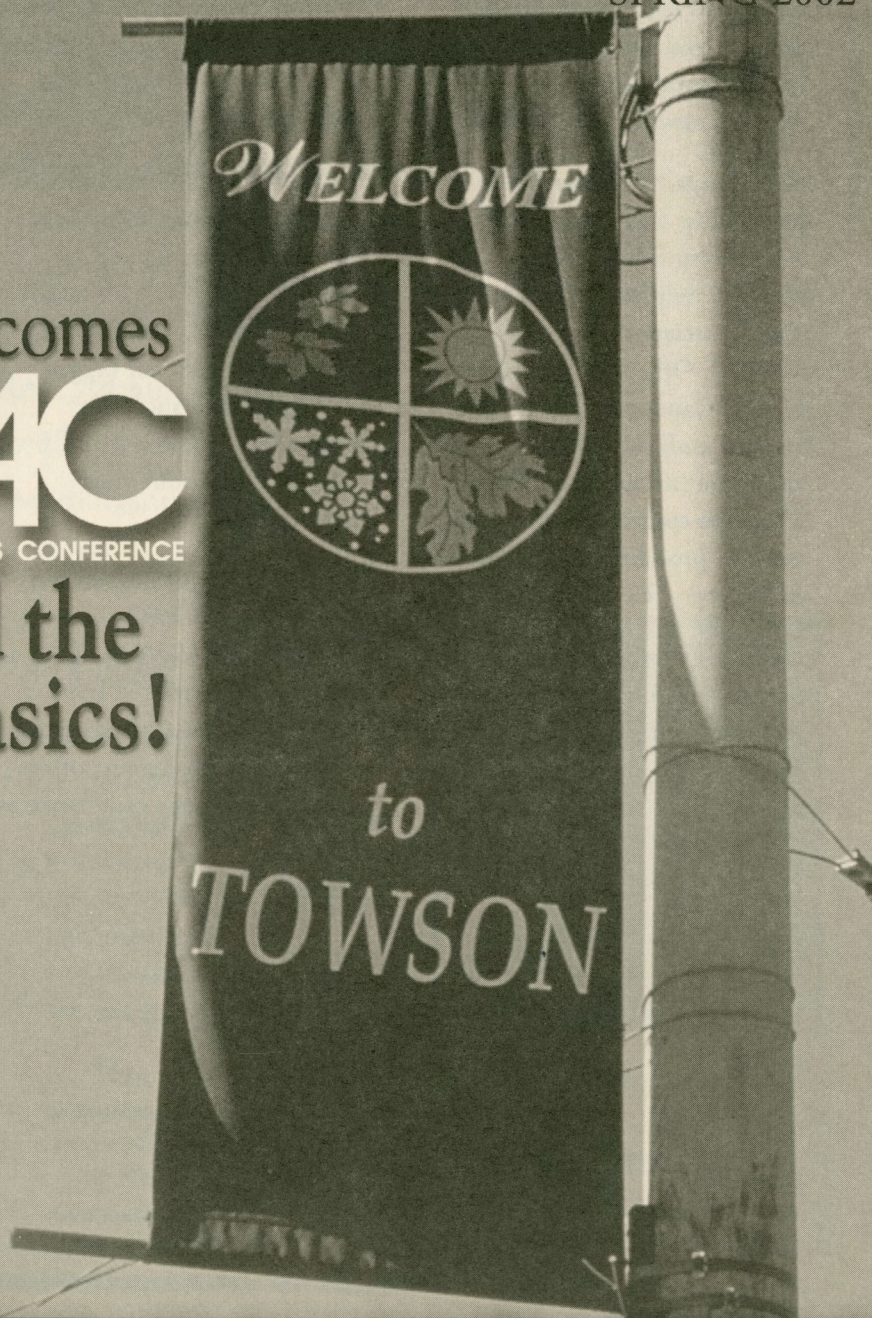
Volume 31/No. 2

SPRING 2002

Towson Welcomes
MARAC
MID-ATLANTIC REGIONAL ARCHIVES CONFERENCE

Beyond the
Basics!

to
TOWSON



From The Editor

I am pleased to take my place this month as the new Editor of the *Mid-Atlantic Archivist*. Working as Associate Editor under the indomitable Susan Aprill this past year has shown me both how difficult the job of Editor can be, and also how rewarding it is. There is no better way to keep up-to-date on archives and archivists in the Mid-Atlantic region than to read through newsletter submissions.

With Susan's continued help as past-Editor and as our new Advertising Editor, as well as with the help of Jeff Flannery, Tom Frusciano, all of the MARAC Officers, Committee Chairs, Caucus Representatives, and the endlessly patient people at Communications By Design, I hope to continue Susan's good work in prodding this newsletter to life every few months.

Of course, no publication is ever perfect, and I have my own ideas about what might spice up the MAA. Some changes that I would like to see are:

- More institution- and people-related news notes throughout each issue, including changes of employment, grants received, processing projects completed or undertaken, etc. Some happenings deserve more than a brief mention in the State and Local News. If you can't write an article, send me half a page. Please send me your news each month, and don't be stingy!
- More first-person accounts of what it means to be an archivist. What do you do each day? How is your archives different from others in the area? What are your biggest challenges and successes? Please let me know if you'd like to write about your archival life.
- Other articles of interest written by the MARAC membership. Have you read a great archives-related book recently? Write a book review and share with the rest of us. Write about your experience at

an archives conference in another part of the country, or the world. Write about anything archives-related that you think might be of interest to your colleagues.

Please let me know if you have other things you would like to see in the MAA; I am open to suggestions.

One change that will be implemented with the Summer issue is the new submission deadlines: February 15, June 1, August 15, and December 1. These new deadlines will allow the Spring and Fall issues to arrive in your mailboxes shortly before the MARAC conferences, enabling us to bring you up-to-the-minute changes, updates, and additions to conference activities right before the event. Hopefully we will all benefit from this change.

Katy Rawdon-Faucett

Cover image:

All of Towson awaits the arrival of MARAC!
Photo courtesy of Mary Mannix, 2001.

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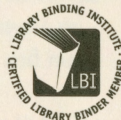
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Errata: Two Towson photographs were misidentified in the Fall 2001/ Winter 2002 issue (pages 22 and 23). The photograph identified as the Baltimore County Courthouse is Towson University and the photograph identified as Townson (sic) University is the Baltimore County Courthouse. We apologize for the confusion.

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From The Chair

The Winter Steering Committee meeting produced two recommendations to be considered at an upcoming business meeting, most likely in Towson. The first recommendation is to convert the current Ad Hoc Committee for Development into a permanent standing committee. This committee was created to monitor investment decisions for the MARAC endowment fund. Conversion to permanent status will regularize its activities, and help stimulate the fund's growth.

The other recommendation involves the selection of the Chair of the Arline Custer Award Committee. The current method is for the MARAC Chair to appoint the Custer Award Committee Chair. The proposed change would have the Custer Chair selected on the basis of the candidate who garners the most votes during an election. The change hopefully would ensure a speedier and smoother transition. Because these recommendations involve

alterations to the by-laws, it will be necessary to seek approval during the business meeting.

I would like to draw your attention to two articles of note in this issue. **Geof Huth's** testimony on behalf of MARAC regarding the Rudy Giuliani mayoral records controversy highlights issues important to all archivists. **Jim Stimpert's** discussion of the results of the recent membership survey on conferences may provoke some thought and provide future direction for how MARAC conducts its conferences.

The ongoing quest to balance MARAC's services and costs continues. The essential puzzle is how to maintain MARAC's need to provide an affordable conference, particularly for new members who need it the most and who may be starting their careers on the modest end of the salary scale. One of our biggest expenses is MARAC's contract for administrative services, currently with Kimball & Associates.

K&A provides valuable services for MARAC, but like all services, it comes at a cost. Our contract expires in July, and the Ad Hoc Committee on Administrative Services will be soliciting and carefully reviewing proposals with the hope of achieving our goals and staying within budget.

Finally, a big round of thanks to **Susan Hamburger** and **Jim Cassedy**, who by diligent and quick effort, helped secure a new domain name for the MARAC web site. Our web site can now be accessed by using the address <<http://www.marac.info>>.

Jeff Flannery

Steering Committee Summary — Winter 2002

February 1, 2002, University of
Baltimore Special Collections Library

The meeting called to order at 11:25 a.m. The minutes for the Fall 2001 meeting were approved.

CHAIR

Report from K&A: Seasonal shifts in membership totals were discussed, and K&A problems with bill details and delays in posting Richmond conference expenses were reviewed.

Sending notices to Caucus Representatives of new members, via e-mail, was recommended.

Ad Hoc Committee for Administrative Services: A notice in MAA to solicit offers was discussed. Sharon Pullen's offer was withdrawn. A solicitation from a firm in Chicago will be reviewed, and previous offers were discussed. The K&A contract ends July 2002.

Ad Hoc Committee for Educational Endowment: The investment risk profile was reviewed, the first step in developing an investment policy. L. Mangiafico drafted language for a committee charge, which was reviewed for both context and direction. A motion was made to create a standing Development Committee. Rules and procedures for the Committee will be submitted at the Spring Steering Committee meeting. The motion was approved.

A letter to the Subcommittee on Government Operations regarding Executive Order 13233 was submitted.

A letter from the University of Maryland Student Services office regarding a College Partnership with MARAC was discussed. Jeff Flannery will meet with the appropriate officers.

VICE CHAIR AND MEETINGS COORDINATING (MCC)

The Spring 2002 meeting (Towson, MD, April 17–20)

Program co-chairs are Danna Bell-Russel and Susan McElrath, and Margaret Burri and Mary Mannix are the LAC co-chairs. There will be 21 sessions in four tracks: preservation, access, management, and special focus; a plenary session featuring a panel discussion; Luncheon speaker Dr. William Noel, curator of manuscripts at the Walters Art Museum; reception at the Maryland Historical Society; and lots of wonderful tours.

The Fall 2002 meeting (Poughkeepsie, NY, October 23–26) will be a joint meeting with NEA (New England Archivists) and MARAC. The Program co-chairs are Alison Oswald (MARAC) and Barbara Austen (NEA), and the LAC co-chairs are Christine Crawford-Oppenheimer and Brian Keough. There will be 16 sessions, many of which are already in place. The luncheon speaker will be Dr. Edward Tenner, author of *Technology Bites Back*.

For the Spring 2003 meeting (Trenton, NJ, April 24–26), Karl Niederer and Ben Primer are the LAC co-chairs, and have a draft contract in hand from the Lafayette Yard Marriott Conference Hotel. MARAC is still looking for Program co-chairs.

Pam Whitenack and Christine Amadure have agreed to be LAC co-chairs (with help from David Hedrick) for the Fall 2003 (Gettysburg, PA) meeting. Jim Gerencser and Karen Drickamer will be Program co-chairs. They are looking at the Gettysburg Hotel for accommodations and meeting room space.

Danna Bell-Russel has been looking for suitable accommodations for the Spring 2004 meeting in Silver Spring, MD.

It was suggested that something must be done about getting a vendor/exhibit/ads liaison.

The Meetings Coordinating Committee welcome any suggestions for membership on MCC; Paul Lasewicz and Marsha Trimble will

finish their terms in May 2002.

TREASURER

First quarter income came from dues, publication sales, publication advertising, bank interest, Fall 2001 conference income, and contributions. Expenses included Delaware franchise tax, K&A management fees, caucus mailings and programs, Steering Committee reimbursement, Membership Development mailing, membership renewal notices, MAI scholarship, Custer Awards, and Fall 2001 conference costs.

The final financial information from the Richmond meeting indicates that profits totalled \$5,508.11. The recommendation to drop the required profit line on the final report was approved.

MARAC's IRS tax returns were completed and mailed on January 2, 2002.

The Ad Hoc Development Committee has been charged with investing the initial Endowment Fund gift according to the donor's stipulations. The Steering Committee approved the Finance and Ad Hoc Committees' recommendations to have an investment contract with Jerry Cannizzaro. Currently, the funds are in the money market account. Eventually, half of the \$30,000 in the Endowment Fund will be invested with the Vanguard Group and the other half will be placed in a CD or Treasury Bonds. Contributions will be divided into restricted (Endowment Fund) and unrestricted (Operating Fund) contributions. These choices will be noted on the next dues announcement.

At the request of the Custer Award Committee, the Finance Committee has voted to change the "Guidelines for Budget Requests" to include the payment of Saturday breakfast at the conference or reception guest ticket

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(depending on when the award winners will be announced) for recipients of the award who are non-MARAC members. The request would not include registration fees or lodging. If recipients want to attend the entire conference, they will be expected to register and pay the fees. Currently, the committees can budget for copies, postage, supplies, printing, and the amount for the awards given. This added "expense to be budgeted" would only be for the Custer Award and the Finding Aids Award Committees.

The check/database set-up with K&A is continuing to work well although some difficulty getting specific details concerning K&A expenses has arisen.

Cheryl Stadel-Bevans has been appointed to the Finance Committee.

ARCHIVIST

The Archivist has fielded several queries about the Archives as well as accepting several new accessions, and working on new award certificates for MARAC service awards.

The Archivist also worked with our Information Technology staff in the creation of a simplified URL for MARAC. The University of Maryland is the host server for MARAC website.

In addition, the Archivist approached the LAC for the Poughkeepsie meeting with ideas on marking the 30th anniversary of MARAC (Fall/72 to Fall/02), and will continue to work with the New York folks on these ideas.

ADMINISTRATOR

Current membership is 943. Records for 165 members were removed from the database during the dues renewal process, as they indicated no interest in MARAC membership, or did not respond. Those records are not deleted but simply moved to another table for future use. Of current membership, 860 are Regular members and 83 are Student/Retired members.

An e-mail notice was sent out to the Caucus Reps on January 8 with a list of those members in their caucus who had not renewed and would be dropped.

State Caucus memberships are as follows: DC-169; DE-28; MD-137; NJ-119; NY-224; PA-191; VA-134; WV-13. Please keep in mind that some members belong to more than one caucus, so the state caucus totals will not equal the total membership.

COMMITTEES

Development

Jerry Cannizzaro offered MARAC his standard contract for review. Copies were sent to Development, Steering and Finance Committee members. Jerry also provided an "investment attitude risk questionnaire" for committee review. A motion was made to approve the Cannizzaro contract. The motion was approved.

Draft language to describe the mission, composition, and operations of the Development Committee as it is upgraded to a standing committee was reviewed.

Membership Development

No membership recruitment campaign was conducted in the Fall. Some brochures have been distributed to individuals holding workshops in their repositories upon request, and are currently available. The brochures will be reprinted this spring with the new MARAC URL. Since the Richmond meeting, there have been 17 new members; the majority of those joined in January.

Derek Gray from SUNY-Albany has been appointed to the Committee. The Committee has one additional opening available.

The Committee is interested in reprising the mini-survey for the next membership renewal. In the past 10-12 years, MARAC has done a membership survey about every 5

years, and following that pattern, we should have done one in 2001. Jim Stimpert has volunteered his assistance again with tabulating the results. Draft questions were reviewed.

Education

The Fall 2001 workshops all came off as planned and were well received. There will be three one-day workshops for the Spring 2002 meeting. They are: 1) "First Class Exhibits on a Fourth Class Budget: Producing Professional Displays with Limited Resources" by Laura Baxley, Assistant Keeper, North Carolina Collection Gallery, University of North Carolina at Chapel Hill. Fee: \$70.00 2) "Strategies for Managing Archives and Records on Web Sites" by Tom Ruller, New York State Education Department, Division of Information Technology Services. Fee: \$65.00 3) "Doing Oral History" by Donald Ritchie of the Senate Historical Office and Anne Ritchie of the National Gallery of Art, Gallery Archives. Fee: \$60.00

The Committee developed announcements about the new workshop scholarship and travel awards, and the revised MAI and meeting scholarships. The announcements are posted on the MARAC website and have been placed in the Winter newsletter. Scholarship winner Sherri Bagley of the Library of Virginia attended the Modern Archives Institute on a MARAC scholarship.

Arline Custer Memorial Award

Marisa Keller has volunteered to serve as Junior Co-Chair this year and Senior Co-Chair next year. A first announcement for submissions has been distributed and two requests for additional information have been received. A motion was made to change the bylaws to reflect roles of Chair and Co-chairs for this committee. The motion was approved. Bylaws changes must be submitted to the membership at the Spring business meeting.

SEE STEERING COMMITTEE ON PAGE 9

Treasurer's Report, Fiscal Year 2002

October 1, 2001–December 31, 2001

Category	Budget	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	Total	% of Budget	2001 Actual
REVENUE AND SUPPORT								
Membership Dues	\$37,000.00	\$6,112.00	\$0.00	\$0.00	\$0.00	\$6,112.00	17%	\$36,207.00
Publications Sales	\$500.00	\$471.05	\$0.00	\$0.00	\$0.00	\$471.05	94%	\$814.46
Pub. Advertising	\$900.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%	\$1,110.00
Bank Interest	\$3,400.00	\$293.68	\$0.00	\$0.00	\$0.00	\$293.68	9%	\$3,328.65
Conferences	\$8,000.00	\$19,704.61	\$0.00	\$0.00	\$0.00	\$19,704.61	246%	\$52,912.67
Mailing List Sales	\$100.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%	\$150.00
Contributions	\$6,000.00	\$277.00	\$0.00	\$0.00	\$0.00	\$277.00	5%	\$5,029.00
Miscellaneous	\$100.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%	\$53.70
Total Revenue—Support	\$56,000.00	\$26,858.34	\$0.00	\$0.00	\$0.00	\$26,858.34	48%	\$99,605.48
EXPENSES								
General	\$1,300.00	\$20.00	\$0.00	\$0.00	\$0.00	\$20.00	2%	\$1,680.50
Administrator	\$28,690.00	\$6,690.37	\$0.00	\$0.00	\$0.00	\$6,690.37	23%	\$30,409.94
Treasurer	\$600.00	(\$22.79)	\$0.00	\$0.00	\$0.00	(\$22.79)	-4%	\$3,668.08
State Caucuses	\$688.00	\$111.77	\$0.00	\$0.00	\$0.00	\$111.77	16%	\$89.02
Committees	\$3,110.00	\$103.01	\$0.00	\$0.00	\$0.00	\$103.01	3%	\$1,912.24
Publications	\$16,300.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%	\$16,097.46
MARAC Archivist	\$400.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%	\$0.00
Awards	\$800.00	\$300.00	\$0.00	\$0.00	\$0.00	\$300.00	38%	\$700.00
Conference Expenses	\$0.00	\$18,082.38	\$0.00	\$0.00	\$0.00	\$18,082.38	0%	\$28,712.27
MARAC Scholarship	\$4,112.00	\$645.00	\$0.00	\$0.00	\$0.00	\$645.00	0%	\$0.00
Miscellaneous	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%	\$0.00
Total Expenses	\$56,000.00	\$25,929.74	\$0.00	\$0.00	\$0.00	\$25,929.74	46%	\$83,269.51
NET INCOME or (LOSS)	\$0.00	\$928.60	\$0.00	\$0.00	\$0.00	\$928.60		

SUMMARY - FIRST QUARTER FY 2002

		FUND	OPENING	CREDITS	DEBITS	CLOSING
Opening Balance	\$127,638.91	Operating	\$41,253.14	\$26,287.66	(\$25,929.74)	\$41,611.06
Income	\$26,858.34	Endowment	\$30,385.77	\$570.68		\$30,956.45
Expenses	(\$25,929.74)	Reserve	\$56,000.00			\$56,000.00
Closing Balance	\$128,567.51	Totals	\$127,638.91	\$26,858.34	(\$25,929.74)	\$128,567.51

Cash Accounts

Checking Accts.:	\$40,182.46
Savings Accts.:	\$88,385.05
Cert. of Deposit:	\$0.00
Total	\$128,567.51

Archives & Preservation of History: Mayor Giuliani's Records

Testimony to the New York City Committee on Governmental Operations Concerning DORIS and the Law Department

Former Mayor of New York City Rudolph Giuliani moved his mayoral papers to a private storage facility in Queens as a first step in the establishment of the Rudolph W. Giuliani Center for Urban Affairs. The archival community, including MARAC, has expressed dismay at this turn of events, which has taken the records from the control of the city archives and which raises questions concerning public access to these public records.

MARAC has signed a petition to current Mayor Michael R. Bloomberg arguing that this action by Giuliani and the City of New York is unsound public policy and poor archival practice. Mayor Bloomberg, however, has shown little interest in the disposition of these records.

On February 20, 2002, a coalition of archivists, historians and public policy advocates gave testimony before New York City's Committee on Governmental Operations opposing the transfer of Giuliani's mayoral papers to the Giuliani Center. Geof Huth, New York State Caucus Chair, spoke on behalf of MARAC, and part of his testimony appears below.

I am here representing the Mid-Atlantic Regional Archives Conference (or MARAC), an organization of approximately 1,100 archivists from an area covering New York State to Virginia. I am the MARAC caucus chair for New York State, in which role I represent the interests of our members from the State of New York, many of whom live and work in this city. MARAC appreciates this chance the Council has provided us to make known our

concerns regarding the transfer of former Mayor Rudolph Giuliani's mayoral papers to a private entity.

Foremost, we believe that the entire endeavor is bad public policy. City records are public records that the city should maintain for the benefit of the public. The democratic ideals of our country require an informed citizenry, and much of the information citizens need is information about the operation of the government. The transfer of records to the Rudolph W. Giuliani Center for Urban Affairs will disrupt acceptable access to the public records of former Mayor Giuliani in two ways. First, the center will not be able to provide adequate access immediately to the records because at present it has no facility for making records available. Currently the center is merely a storage facility. Second, the center will deal unfairly with the public's right to access by giving preferred access to employees of a private organization (the Giuliani Center) over the rights of the public.

What makes the transfer of these records even more disturbing is that the City of New York runs its own archives, part of the Department of Records and Information Services (or DORIS), and this archives currently maintains the official permanent records of the city. This archives has storage facilities, reference facilities for researchers, as well as full-time conservators and professional archivists. This archives, although in need of improvement as all archives are, is one of the jewels of the State of New York. I have personally visited hundreds of local government archives across the state, including many in very large governments, yet

I have never seen an archives that matches the breadth and professionalism of that of the City of New York. The quantity of records it holds, the number of researchers it serves, the number of requests it answers, the quality of the staff, and the range of services it provides are unparalleled in local government. And this archives is bigger and more robust even than many state archives. So what — we have to ask — is the benefit to the public of moving government records out of the direct control of this government?

We do grant that there certainly may be, within the mayoral papers of Rudolph Giuliani, records that are his private papers and which are not therefore government records. We believe that the City of New York has no claim to these records, and that the citizens of this city similarly have no right to insist on access to these records. However, we believe that the professional archivists of DORIS are the best equipped to separate the city's records from those of the private person, Rudolph Giuliani. Why? Because they work daily with the archival records of the city, they recognize what makes a record an official government record, and they will labor fairly to identify these records. Dozens of times I have seen situations across the state where former government officials maintained their own records and the official records of their governments intermixed, and the outcome is always the same: at least some part of the official record is lost. Sometimes the records have vanished, other times they are sold as if they were private papers, and frequently

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Welcome New Members!

Rebecca Brooks, *Nabb Research Center
for Delmarva History & Culture*

Stacie Byas,
NARA—Mid Atlantic Region

Bridget Arthur Clancy,
*Presbyterian Historical Society,
Philadelphia*

Mary Beth Corrigan, *Riggs Bank*

Sister Martha Counihan,
College of New Rochelle

Clarence Davis, *D.C. Archives*

Sarah R. Demb, *National Museum of
the American Indian*

Nancy Derevanik,
The Johns Hopkins University

Nan T. Ernst, *Library of Congress*

Walter Fort, *The Library of Virginia*

Brooke Fox,
History Associates Incorporated

Cynthia T. Harris,
Jersey City Free Public Library

Jeanne D. Hartog,
George C. Marshall Research Library

Cynthia Hiris, *AICPA*

Christina Hostetter,
Folger Shakespeare Library

Kristen Mickey,
History Associates Incorporated

Jennifer Morris, *Anacostia Museum of
the Smithsonian Institute*

Kathleen Parker,
West Virginia Wesleyan College

Katherine Ryner,
St. Mary's College of Maryland

Lynn Jones Stewart,
National Agricultural Library

Michael Walsh, M.M.,
Maryknoll Mission Archives

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enough they are destroyed even though they should have been retained permanently. This is a result the City of New York should be sure to avoid.

To transfer the records to a private organization is to abrogate the city's responsibility to preserve and make available its historical records. An employee of the Giuliani Center made the unfair observation that DORIS was little more than a "dusty archives," but that person ignored what it is that makes an archives dusty: neglect. If the City of New York wants to retain its status as a beacon of democracy, it needs to determine how best to fund its own archives so that no one will ever again suggest that a better repository for the city's records is elsewhere.

One of the important reasons the city has for maintaining its own archives is that records naturally make more sense in a group than in their separate parts. For example, a single letter between two people makes the most sense when it is read in the context of a longstanding correspondence. Similarly, the records of the Office of the Mayor of the

City of New York will be easier to understand when maintained in the context of the rest of the archival records of the city. If a researcher twenty years from now tries to understand the significance of an issue in the mayor's correspondence, having this correspondence managed by the same organization and stored together with related records from other city offices will make the records easier to interpret. To segregate the mayor's papers from the other archives of the city is to isolate them from the body of the city's records, which will only serve to damage the warp and weft of the historical record.

One solution that MARAC sees to the problem that we are facing right now (the transfer of mayoral records to a private entity) is for the city to redraft its records law, making sure it prohibits the transfer any of its official permanent records into private custody. We believe the city's records law should plainly state that records produced or received by the government of the City of New York in the conduct of official business are public records. We believe the records law should state that all permanent records of the City of New York must

be managed and maintained by the Municipal Archives. We believe that if these changes are not made, then future mayoral papers may end up out of the control of the city itself. And we believe that, without these changes, the citizens of this city can never be promised full government accountability.

With all these issues in mind, the members of the Mid-Atlantic Regional Archives Conference urge you to revoke the agreement transferring former Mayor Giuliani's records out of the custody of the City of New York and to ensure their safe return to the city archives. This change will help protect the value and accessibility of these important records for years to come. MARAC makes these statements not to be confrontational but to protect the public interest. And we make these statements promising to provide any assistance we can to help make our suggestions possible. We offer our professional advice and assistance to help the city modify its records law or address any issues related to the public's right to access to government records.

Geof Huth
New York State Archives

Choosing a New Electronic Records Storage Media: What Are the Archival Implications?

The following is a summary of a presentation by Merrisue D'Achille during the Fall 2001 MARAC Meeting in Richmond, VA. The session was "Reality Bytes: Experiences in Electronic Records Preservation Programs."

Merrisue D'Achille discussed questions that archivists should consider when choosing preservation media. Using the National Archives as an example, she emphasized that preservation will not be best served by 'cutting-edge' technology, but by media of demonstrated reliability. The rapidly growing holdings of the National Archives, now over 600,000 files totaling some 600 gigabytes of data on over 12,000 tape cartridges, will soon force a change in its current preservation media: the 3480-class cartridge. A new medium will be chosen based on its availability, durability, density and speed as well as how it can be integrated into the current computer operating system, shelving structures and work procedures. A strategy on how to migrate files from the old media to the new media will have to be developed.

Listed below are 20 questions which, at a minimum, must be examined and fully answered when investigating new storage media. These questions reflect the unique technical and archival needs of preserving historical records. Using these questions as a guideline for examining storage media will help bring structure to an otherwise complex task.

1. Is this new storage media technology compatible with the existing storage media currently in use to preserve electronic records?
2. What is the cost of this storage media?
 - Per unit
 - Per byte
 - Any costs associated with changing system (operating systems, new drives, space for drives, retraining staff, etc.)
3. What amount of staff training will be needed?
4. What is the effect on current stack space? Will shelving need to be altered?
5. Can this new storage media operate with the existing systems (operating, cataloging, etc.)?
6. What is the value added, in terms of byte size, speed, ease of use, etc?
7. How durable is the new media?
8. What is the expected life of the media (how long can staff be sure that the integrity of the data is not compromised)?
9. How popular is this media? Is it an accepted form of archival preservation media?
10. Does this media comply with current technology standards?
11. What are the views of this media from the archival community?
12. When is this new media needed? Is this an immediate need?
13. How easy will the migration of data from current to new media be?
14. How reliable is this media? Have there been any documented cases of data loss or difficulty in using the media to recover data?
15. Is technical support available from the provider?
16. What is the future need for the archival institution? Can it be predicted that this media will adequately serve their archival needs for preserving electronic records for many years into the future?
17. What media is currently used by other archival institutions?
18. How will the new media affect current work processes (cataloging, grouping of records on one unit of media, etc.)?
19. Does switching to a new media in any way impact (positively or negatively) the archival institution's mission?
20. Are there currently storage media developed and in use which are compatible with the new storage media?

This list of criteria established above is merely the framework to use when researching the electronic record storage media market. These questions are useful to first determine if a switch is indeed necessary at the time. From that point, identifying the answers to these questions can help to narrow the realm of storage media to a more manageable choice of perhaps two or three different technologies. It is unlikely that, after answering these questions, one storage media will emerge as the option perfectly suited for the archival institution's current needs. Therefore, these criteria must be prioritized in order to assist in accurately choosing a new storage media that will best serve the electronic records storage needs in the present and into the future. For instance, it may be determined that priority should be given to storage media which is made with well-established technology, has solid technical support, is developed in line with currently accepted technology standards, and is well-tested in the archival community. In general, it is usually not the goal of an archival institution to maintain its electronic records holdings on technology which is considered "cutting edge." An archival preservation program does not need the biggest, fastest or newest storage media. It needs reliable, durable and proven storage media.

Greg LaMotta
Center for Electronic Records
National Archives and Records
Administration

Internship Available at the Smithsonian Institution Archives

The Smithsonian Institution Archives seeks a summer intern to work on the preservation strategy and remedial conservation treatment of the Robert Ridgway Papers. The Ridgway collection consists of fragile, detailed watercolors and drawings of birds, and the original color plates Ridgway used to develop a scientific description of color as described in his important *Color Standards and Nomenclature* (Washington, 1912). The primary objective of this internship is to design and begin to fabricate housing materials for the illustrations, consistent with other rehousing activities at the archives. A secondary objective is to treat dam-

aged items and identify others for additional conservation treatment. The intern will learn about preservation priority and single-item condition surveys, holdings maintenance, and archives conservation. The intern will work on site at the Arts & Industries Building in Washington D.C., and offsite in the fully equipped paper laboratory at the Smithsonian Center for Materials Research and Education.

Term of appointment is for 8 weeks with a flexible starting and end date in summer 2002. This position is supported through an SI Women's Committee grant.

Stipend: \$2,000.

For further information, please contact Sarah Stauderman at the address below. Please send letter and resume with references to:

Sarah Stauderman
Preservation Manager
Smithsonian Institution Archives
Smithsonian Institution
P.O. Box 37012
Arts & Industries Building
Room 2135, MRC 414
Washington, DC 20013-7012
Telephone: 202-357-1421 x30
E-mail: staudermans@si.edu

STEERING COMMITTEE FROM PAGE 4

Thanks was given to the Finance Committee for their support of the change in the Guidelines for Budget Requests, and hope was expressed that Steering Committee will accept the change as well. Discussion of the request for a change to the bylaws regarding how Custer Committee chairs are selected is anticipated.

Finding Aids Awards

The last vacancy on the Committee has been filled by Valerie Wingfield, Manuscripts Specialist, New York Public Library, Manuscripts and Archives Division. There will be two vacancies in May.

The submission deadline for the 2001 Finding Aids Awards is March 6, 2002. So far, six submissions have been received. One more announcement will go to the Archives & Archivists listserv. The Committee is meeting on Monday, March 18, 2002 at Rutgers University to decide the 2001 award winners.

Nominations

A full slate is available. Procedures for ballots and reporting were reviewed.

Outreach

Jennie Guilbaud has been appointed as Chair. Committee member terms were reviewed. An Archives Week poster featuring the 30th anniversary theme was reviewed. Service Award nominees were all approved for Spring meeting distribution.

Publications

Sales of publications totaled 30 at the Richmond meeting, and 7 since Richmond. The Technical Leaflet on Disabilities should be ready by the Poughkeepsie meeting. Jim Quigel has been appointed to the Committee. A new chair will be needed in May. MARAC's new web domain name was announced: <www.marac.info>.

Susan Aprill will edit her last MAA issue, the combined Fall/Winter issue. Katy Rawdon-Faucett will be the new Editor for 2002. Susan will remain on as Ad Coordinator. Deadlines for submission are: February 15, June 1,

August 15, and December 1. A draft mission statement for MAA will be reviewed at the Spring meeting.

The membership directory is due January 2003. A Finding Aid brochure is being prepared. The MARAC membership brochure is being reprinted with the new URL.

NCCPH

The membership fee for 2002 is \$750. A name change is anticipated to the Association for History. The role of the Association is as an advocacy group. Most recent activities have been related to Executive Order 13233.

NEW BUSINESS

The Giuliani Papers report was reviewed. Request as signatory on a protest letter was reviewed, and the concept of public records accessible in a public facility with public access was discussed. A motion was made to endorse the letter to Mayor Michael Bloomberg. The motion was approved.

The meeting was adjourned at 2:27 p.m.

Towson Welcomes MARAC! Spring 2002 Conference Updates

The Towson meeting's hospitality suite will be managed a little differently than hospitality suites of the past. Instead of being located in a hotel room, it will take place in the exhibit hall on the ground floor — the Warfield Ballroom. The Local Arrangements Committee hopes that this will encourage more people to stop by.

On Thursday evening, the hospitality suite will be combined with an open house to kick off MARAC's 30th anniversary year. The open house will feature music from MARAC's four decades. Bring your CD's and your cassettes and fulfill your dreams of being a deejay. Friday night's hospitality suite, after the reception at the Maryland Historical Society, will include a light-hearted "ice breaker" that will help all those in attendance get to know their MARAC colleagues a little better. This "game" will take the place of the traditional vendor hall game.

Not really an "ice breaker" kind of person? Stop by anyhow and mingle! The location of the Warfield Ballroom should make the hospitality suite accessible to everyone as you come and go during the evening. Warfields is conveniently located near the Sheraton's restaurant. There will be a cash bar both nights in the hospitality suite.

The reception at the Maryland Historical Society will be highlighted by MARAC's first (potentially annual, or potentially last) celebrity bartenders — Steering Committee members past and present. If you've always had trouble placing names with faces, this is your opportunity to finally solve the mystery of who really is the MARAC Chair! Entertainment at the reception will be provided by



Cancer Survivors Park is an example of public art located near our conference hotel and is next to Towson Town Center.



Baltimore County Fire Service Memorial. This memorial is also near Towson Town Center and the conference hotel.

Carl Stephens, a ragtime pianist from Frederick, brought to us courtesy of the Grand Opening Committee of the C. Burr Artz Central Library, Frederick County Public Libraries. Carl's wife, Patty, is the government documents librarian at the Library. Tours of the MHS library will be available during the reception.

Remember when you were a new member and didn't know anyone?



Sheppard and Enoch Pratt Hospital, ca. 1929. A documentary film about the institution will be the subject of the Plenary Session.



The Baltimore Sheraton North is located on the outskirts of downtown Towson near Goucher College. To reach the Sheraton turn left immediately after the sign for Goucher.

Do you recall your first MARAC meeting when you didn't know the routine? In hopes of easing the burden of first time attendees and new members, their name tags will feature a bee sticker — for newbies (get it?). Please go out of your way to say hello to these newbies, introduce yourself, and help them feel at home.

Hope to see you all in Towson, the other Baltimore!

Sheppard-Pratt photo from the Baltimore Gas and Electric Collection, Maryland Department, Enoch Pratt Free Library, Baltimore. All other photos courtesy of Mary Mannix, 2001. Scanning by Gil House. Information on the Fire Service Memorial provided by Jim Doran of the Baltimore County Fire Department.

Arline Custer Memorial Award — Call for Submissions

The Arline Custer Memorial Award honors the memory of Arline Custer (1909–1975), MARAC member and editor of the National Union Catalog of Manuscript Collections, and is presented by the MARAC Arline Custer Memorial Award Committee. The award recognizes the best books, monographs, exhibition catalogues, and articles published by MARAC members and other individuals and institutions in Washington, DC, Delaware, Maryland, New Jersey, New York, Pennsylvania, Virginia, and West Virginia.

Material submitted must appeal to the general public as well as the archival community and submissions are evaluated based on relevancy both to the archival community and the general public, originality and quality of scholarship, style of writing, presentation, and layout.

Recent winners include the paperback edition of *The Burning of Washington: The British Invasion of 1814*, by Anthony S. Pitch; “She Worked Her Head Off: Edwin and Louise Roskam and the Golden Age of Documentary Photography Books” and “Documenting Diversity: Edwin Roskam and the Photo Book, 1940–1941,” by Gary D. Saretzky, both published in *The Photo Review*; *Becoming American Express: 150 Years of Reinvention and Customer Service*, by Reed Massengill; *Becoming Visible: An Illustrated History of Lesbian and Gay Life in Twentieth-Century America*, by Molly McGarry and Fred Wasserman; and *New York University and the City: An Illustrated History*, by Thomas J. Frusciano and Marilyn H. Pettit.

Individuals or institutions may submit up to two works which were published between July 1,

2001, and June 30, 2002.

Submissions must be received not later than August 31, 2002.

Up to two awards may be given, with a maximum value of \$200 for books or monographs and \$100 for articles. The 2002 Arline Custer Award winner(s) will be announced at the Fall Business Meeting, October 19–21, 2002, in Poughkeepsie, New York.

Please send two copies of each submission to: Danna Bell-Russel, 1303 Ballard Street, Silver Spring, MD 20910. Questions? Please call Danna at 202-707-4159, or send email to dbell@loc.gov.

Rutgers Receives “Save America’s Treasures” Grant

Rutgers University Special Collections and Archives has received a \$73,000 federal grant from the “Save America’s Treasures” program for conservation work on the Roebling Collection. The Roebling Collection includes records pertaining to the prominent Roebling family of Trenton, from John Roebling, the suspension bridge pioneer who initiated construction of the Brooklyn Bridge, to Mrs. Mary Roebling, who became a prominent banker in the 20th century. An article about the grant and the collection appeared in the February 15 *Rutgers Focus*, a publication for university faculty and staff. Contact archivist Ron Becker of Rutgers for further information: rbecker@rci.rutgers.edu.

Wanted: Associate Editor for the Mid-Atlantic Archivist

Published quarterly, the MAA serves as MARAC’s primary information conduit to the membership. The Associate Editor will assist the Editor in compiling, editing, and proof-reading articles and regular columns for the newsletter.

This volunteer position offers a chance to keep up-to-date on MARAC news, and to help serve the membership. The

only requirements are enthusiasm and attention to detail; the rewards, however, are boundless.

To express your interest, contact Publications Committee Chair Tom Frusciano, 732-932-7006 or fruscian@rci.rutgers.edu. Or, contact MAA Editor Katy Rawdon-Faucett, 610-667-0290 ext. 1048 or krawdon@barnesfoundation.org.

State And Local News

Delaware

A new exhibition, *Personal Visions: Artists' Books at the Millennium*, will be on display at Special Collections at the University of Delaware Library until June 9, 2002. It features over seventy artists' books published since 1995 from the library's collections. An artist's book is a book which is designed as a work of art, with binding, text, and illustrations all created by a single artist. For more information and an online exhibit, visit www.lib.udel.edu/ud/spec.

The Delaware Public Archives was featured in a front page article in the *Wilmington News Journal* on February 18 for the latest addition to its Delaware Digital Archives. Seventy-six documents relating to slavery in Delaware are available for internet research. The article highlights the documents as well as the challenges of African American history and genealogy. The Delaware Digital Archives, which includes maps, photographs and documents, is at www.state.de.us/sos/dpa.exhibits/index.htm.

Caucus Representative

Connie Cooper can be reached at (302) 655-7176 or manuscripts@hsd.org



D.C.

For the upcoming SAA annual meeting in Birmingham, Alabama, Caucus member Rod Ross will chair the session "Paradigms of Archivists: Sara Jackson, James Walker, and Harold Pinkett." NY Caucus member Janet Linde will give the paper on Sara Jackson; VA Caucus member Lucious Edwards, Jr., will give the paper on Harold Pinkett; and the widow of James Walker, Barbara Walker, will give the paper on her late husband. The session will examine the lives and

careers of three archivists, all African Americans and all National Archives employees, who personified, respectively, the archivist as caring research facilitator, as genealogical expert, and as scholar. Rod's other activities include publicizing the *Illinois Heritage Map* of Washington, DC-related sites. Free copies of the map are available by calling 703-461-3610 or can be downloaded from www.IllinoisStateSociety.org.

President George W. Bush has proposed a fiscal year 2003 budget that would enable NARA to take the next steps in building the Electronic Records Archives (ERA), and to make progress on other initiatives under its Strategic Plan. In the budget the President sent to Congress, he proposed new funding to improve records management in the Federal Government, meet electronic records challenges, expand opportunities for access, meet storage and preservation needs, and improve NARA's technology infrastructure.

The budget request includes a \$4.5 million increase for the Electronic Records Archives. Together with the more than \$16 million in 3-year funds approved by Congress for FY 2002, this request would push the ERA program forward along several fronts, allowing NARA to emphasize progressive deployments of applications that result from that research, and begin the project and acquisition planning activities needed to build the actual ERA system. The President's budget also includes \$655,000 to help NARA bridge the gap in preserving and making accessible electronic records until ERA is operational.

To improve records management in the Federal Government, the President's request includes \$1.5 million to redesign the way records are scheduled, appraised, and accessioned. To expand opportunities for access, the

budget includes \$1 million to operate and maintain NARA's Archival Research Catalog (ARC), an online "card catalog" of NARA's nationwide holdings. The web interface for ARC is slated to be publicly available by June. To meet storage and preservation needs of growing quantities of records, the request earmarks \$1.25 million for NARA to study options for the future storage, preservation, and access to the military personnel records now at the National Personnel Records Center in St. Louis. In contrast to these gains, the grants program of the National Historical Publications and Records Commission (NHPRC) was proposed for funding at \$5 million, a reduction of more than \$1 million.

NARA has undertaken three initiatives to document the current recordkeeping and records use environment in Federal agencies, to use that information to analyze NARA's records management policies, and to redesign, if necessary, the scheduling and appraisal process. For further information, please go to: <http://www.nara.gov/records/rmi.html>.

On April 1, 2002, NARA will release the 1930 Federal population census. Microfilmed copies of the 15th Federal census mandated by the U.S. Constitution will be available for use at the National Archives Building in Washington, DC, at 13 of the National Archives regional facilities across the nation, and through the National Archives rental program. The 1930 census consists of 2,667 rolls of population schedules and 1,587 rolls of Soundex indexes for 12 southern states, totaling 4,254 rolls. The census provides a wealth of socio-economic information such as: names of all persons living in each home; relationship of each person to

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the head of household; whether the home is owned or rented; whether they attended school or college; if they can read or write; place of birth; and occupation. For a complete listing of National Archives regional facilities, check the NARA web site at: <http://www.nara.gov/genealogy/genindex.html>. For more information on the 1930 census, see www.nara.gov/genealogy/1930cen.html.

The Library of Congress announces the release of the online collection, *Washington during the Civil War: The Diary of Horatio Nelson Taft, 1861-1865*, available at the American Memory web site at <http://memory.loc.gov/ammem/tafthtml>. This collection of three volumes comprises about 1,240 digital images as well as transcriptions of the complete diary.

Horatio Nelson Taft (1806-1888) wrote his diary while working as an examiner in the United States Patent Office in Washington, D.C. The collection is significant because of Taft's connection to President Lincoln and his family. The Lincoln boys, Willie and Tad, were regular playmates of Taft's sons. Included in Taft's diary is a report of President Lincoln's assassination, based on accounts he received from friends and his older son, Charles Sabin Taft, a U.S. Army surgeon who was in Ford's Theater the night Lincoln was shot. He was one of the physicians in attendance throughout the night of April 14, 1865. American Memory is a gateway of rich primary source materials relating to the history and culture of the United States. The site offers more than 7 million digital items from more than 100 historical collections. Please direct any questions to NDLPCOLL@loc.gov.

Caucus Representative

Jim Cassidy can be reached at (301) 713-7110 ext. 258 or james.cassidy@arch2.nara.gov



Maryland

The grand opening of the expanded C. Burr Artz Central Library, Frederick County Public Libraries, has been moved to May 4, 2002. The opening will signal a change in the hours of the Library's Maryland Room: it will now be open full-time. The grand opening will include a week of varied activities. World renowned mystery writer Barbara Mertz will be speaking. Under her writing name of Elizabeth Peters, she is the creator of the mystery character Amelia Peabody. Dr. Mertz lives in Frederick County. Valarie Petty Boyer, a Civil War interpreter, will perform "Songs of a Faithful People." David and Ginger Hildebrand, performers and scholars of Maryland's Colonial Music, will give three performances — two especially for children and one for adults. Michael Collier, Poet Laureate of Maryland, will be speaking. Alice McGill, author of *Moly Bannaky*, a children's fictional work about Benjamin Banneker's grandmother, will be speaking. That same day an historical interpreter will be performing as Benjamin Banneker. Another interpreter, Mary Ann Jung, will give presentations as both Margaret Brent and Clara Barton. There will be a session on creating a family cookbook. Local author Richard Lebherz will be speaking on and signing his recent work, *Windows on Frederick*, and local Civil War scholar Eileen Conklin will speak on her work *Exile to Sweet Dixie*.

Mount Saint Mary's Archives and Department of Special Collections (Emmitsburg) will be sponsoring a workshop on art restoration and preservation on Wednesday, June 5, 2002. The workshop will be preceded by a lecture on Tuesday evening at 7:00 PM and a reception. The lecture and reception are free and open to the public. The lecture and workshop will be given by Othmar Carli, an internationally

known art restorer, sculptor, and consultant. Professor of Carli International Institute for the Arts in Elizabethtown, PA, he has worked as a restorer for 50 years. Mr. Carli was honored by the United Nations for his work on the Sobhabazar Rajbari, one of the oldest residences in Calcutta, India. He is one of only two U.S. artists to receive this honor from the UN. His other commissions include the Union League in Philadelphia; the ceremonial courthouse in Gettysburg; Radio City Music Hall, Grand Central Station, and the Shubert Theatre in New York City.

Internationally, he has restored such historic sites as the tenth century Poeglhof Chapel, Bruck an der Mur, Styria; the eighteenth century Hall of Mirrors, Pallais Herberstein, Graz, Austria; and the seventeenth century Sarba Mangala Temple, Burdwan, India. The workshop on June 5 will run from 9:00 AM to 4:00 PM. Topics will include restoration mistakes, rust removal, gilding, storage and transportation of art and paper, solvents, testing, deacidification, safety, when to consult a conservator, evaluating expert credentials, understanding restoration reports, etc. Participants will gain hands-on experience in restoring art objects.

Mr. Carli will speak on "Trends in Restoration and Preservation" at the Tuesday evening lecture. The cost for the workshop is \$75.00, which includes materials, breakfast and lunch, refreshments, and handouts. Those who wish to observe the Wednesday lecture and demonstrations may register at a reduced fee of \$55.00, which includes breakfast and lunch, refreshments, and handouts. Handouts will include a bibliography and restoration-related websites and other sources.

For more information, contact Rebecca Fitzgerald, Mount Saint Mary's Archives and Department of Special Collections, Mount Saint Mary's College and Seminary,

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Emmitsburg, MD 21727, 301-447-5397, rfitzger@msmary.edu.

Registration forms and other information including lodging will be available at a later date on the Archives' website at <http://www.msmary.edu/studentsandstaff/library/archives.htm>.

The University of Maryland Libraries have received a grant from the National Endowment for the Humanities to complete the preservation microfilming of large portions of the papers of Djuna Barnes and Elsa von Freytag-Loringhoven. The funding will enable the Libraries to microfilm the first four series of the Barnes papers and the first three series of the Freytag-Loringhoven papers, approximately 35,000 paper items. Project Archivist Jennifer Evans, who is a recent graduate of the History & Library Science (HiLS) program at the University of Maryland, began preparing the papers in late July 2001, and Preservation Resources is tentatively scheduled to complete filming by July 2002. Scholars will be able to use the microfilm in the Maryland Room in Hornbake Library at the University of Maryland, and in addition, scholars will also be able to obtain the microfilm through interlibrary loan at a research library near them.

The Marylandia and Rare Books Department of the University of Maryland Libraries is pleased to

announce the gift of the Arthur J. Gutman Collection of Menckenia. The donor, Arthur J. Gutman, is a founding member of the H. L. Mencken Society. Mr. Gutman is also a noted collector of Marylandia. He has made significant donations of his collection to the Baltimore Museum of Art and the Maryland State Archives.

Mr. Gutman's collection of Menckenia is one of the most significant ever assembled. It includes many volumes inscribed by Mencken himself as well as scarce foreign editions. A small collection of original correspondence relating to Mencken's work on the history of the *Baltimore Sun* is included in the donation. In addition, Mr. Gutman has been in contact with nearly every major scholar who has written on Mencken, thus his correspondence provides a key source for understanding the scholarship on Mencken and the activities of the Mencken Society.

Attended by an overflow audience at the University of Maryland Libraries on March 1, 2002, "Who Wants Yesterday's Papers? A Symposium on the Research Value of Printed Materials in the Digital Age" provided a platform for exchange of ideas about trends in the use and preservation of research materials. The symposium brought together academic faculty from the sciences, humanities, and social sciences to talk about their research requirements for both traditional materials

and digital resources. Also among the panelists were curators, librarians, and preservation professionals who discussed challenges related to saving our cultural heritage. The audience represented a diverse array of institutions including colleges, universities, and federal, state, public, special, and museum libraries and archives. Participants came from all over Maryland and the region, and from as far south as North Carolina and as far north as Massachusetts. Although there was space for 100 people, space quickly filled, and the organizers regret that they were not able to accommodate many who wanted to attend.

Sue Koutsy, Kara McClurken, Danielle DuMerer, Eric Lindquist, Doug McElrath, and Yvonne Carignan served on the symposium planning committee. Jointly hosted by UM Libraries and the College of Information Science, the symposium was sponsored by Preservation Technologies; Heckman Bindery, Inc.; Digital & Preservation Resources, OCLC Online Computer Library Center, Inc.; ACME Bookbinding; and Etherington Conservation Center. The symposium's web site is <http://www.lib.umd.edu/TSD/PRES/symposium.html>. Abstracts and papers from the symposium will be available at that URL in the near future.

The Niels Bohr Library at the American Institute of Physics (AIP) is celebrating its fortieth anniversary this year. The Library, which was founded in 1962 and became part of the AIP Center for History of Physics in 1965, works cooperatively with repositories worldwide to preserve the history of physics, astronomy, geophysics, and related fields. In addition to acquiring books, photographs, oral histories, archival records of AIP and its ten Member Societies, and other materials,

CALL FOR PROPOSALS: MARAC Administrative Services

The Mid-Atlantic Regional Archives Conference (MARAC) is currently reviewing its existing services contract, and at the same time seeking proposals from association management firms to handle a number of its administrative responsibilities. These responsibilities fall into the general categories of membership (including the membership database), some finance work, and conferences. For more information, please contact Jeffrey M. Flannery, MARAC Chair, at 202-707-5387 or ~jfla@loc.gov.

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the Library serves as an international center for identifying historical sources in its fields, and has published extensively on strategies for saving hard-to-preserve science records. The Library's Web site (<http://www.aip.org/history>) contains the International Catalog of Sources (ICOS), which includes records for more than 7,000 archival records at approximately 500 repositories; the largest collection of subject-based finding aids on the web; and a wide variety of other resources. The Library is located in College Park and is open to the public Monday–Friday, 8:30am to 5:00pm. For more information on the Library's program and resources, check the web site or contact the Library at 301-209-3183, nbl@aip.org.

In other Niels Bohr Library news, Katherine (Katy) Hayes was promoted in January to Associate Archivist. She has been with the Library for four years, coming from the Walter P. Reuther Library at Wayne State University in Detroit, MI, where she was an Archivist Assistant and Automation Coordinator.

Also at the AIP, the Center for History of Physics is pleased to announce its 2002 Grants to Archives program. The grants help make accessible records, papers, and other primary sources which document the history of modern physics and allied fields (such as astronomy, geophysics, and optics). Grants may be up to \$10,000 each and can be used to cover direct expenses connected with preserving, inventorying, arranging, describing, or cataloging collections. Expenses may include staff salaries/benefits and archival storage materials but not overhead or equipment. The AIP History Center's mission is to help preserve and make known the history of modern physics, astronomy, and allied fields, and the grant program supports significant work to make original sources accessible

to researchers. Preference will be given to medium size or larger projects for which the grant will be matched by the parent organization or by other funding sources. For grant guidelines check the Center's web site at <http://www.aip.org/history/grntgde.htm> or call 301-209-3165. Inquiries are welcome, and sample proposals are available on request. A list of previous recipients is on our web site. Deadline for receipt of applications is July 1, 2002.

Goodwill Industries International Archives in Bethesda has been providing background support for Goodwill's 100th Anniversary Celebration, as well as providing information for newspaper articles relating to the history of Goodwill and its founder. The first medallion in "The Extra Mile — Points of Light Volunteer Pathway," a sidewalk memorial in Washington, D.C., was dedicated to Goodwill founder Edgar J. Helms. Please see <http://www.washingtonpost.com/wp-dyn/articles/A7294-2002Feb13.html> for further information. At the dedication ceremony, Goodwill donated material to the Library of Congress and Smithsonian. Goodwill might be featured on the front cover of an upcoming *Archival Outlook*. Keep an eye out!

Caucus Representative

Mary Mannix can be reached at (301) 631-3764 or mm0028@mail.pratt.lib.md.us

New Jersey

Many MARAC New Jersey members have benefited from the New Jersey Historical Commission's grant programs, which were expanded two years ago to include operating support grants in addition to the smaller project grants available earlier. With the aid of these grant funds, a number of historical agencies were able to hire additional staff and expand public programming. Unfortunately, due to a projected state budget deficit, the

2002 operating support grant budget has been cut 50%, after a threat to eliminate it entirely was averted.

On a brighter note, the New Jersey Caucus has begun planning its annual Archives Week events for October 2002. Archival methodology workshops will be offered on October 10, and a large public event will be held on October 12, both at the Monmouth County Library Headquarters in Manalapan. "Benjamin Franklin" will address the audience. As it did last year, the Caucus is also cooperating in the development of workshops to train teachers in the use of primary sources.

Caucus Representative

Gary Saretzky can be reached at (908) 308-3772 or saretzky@rci.rutgers.edu

New York

Bob Sink has been named the first Chief Archivist for the new Center for Jewish History. His role is to coordinate archival activities among the five Partners that make up the Center (American Sephardi Federation, American Jewish Historical Society, Leo Baeck Institute, Yeshiva University Museum, and YIVO Institute for Jewish Research). He will also serve as project director for the Center's \$2 million grant from the NHPRC. The five Partner institutions (now housed in a single building) retain custody of their own collections and do their own processing, but they share a common reading room. The NHPRC grant is supporting purchase of a new OPAC that will hold records for the Partners' archival, library and museum holdings. The Partners continue to look at other cooperative activities. Bob reports that he decided to leave the New York Public Library after 20 years because he believes that more resource-sharing efforts like the

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Center should be explored as a way to strengthen non-profit organizations.

Geof Huth has been sending out an occasional eNewsletter to members of the New York Caucus of MARAC. If you would like to receive this newsletter, please contact Geof Huth. Also, send him any news you would like distributed through this newsletter.

Caucus Representative

Geof Huth can be reached at (518) 402-5371 or ghuth@mail.nysed.gov.



Pennsylvania

Heritage Week 2002 celebrated Pennsylvania's birthday March 8–17 with exhibits, lectures, and Charter Chats. Patrons were welcomed free of charge at historic sites and museums on March 10. For schedule of events and details, visit www.phmc.state.pa.us for a complete listing.

The College of Physicians of Philadelphia completed a grant project to catalog the papers of two College Librarians, Walton Brooks McDaniel, II (1897–1975) and Elliott How Morse (1916–1992). Morse, initially hired as McDaniel's assistant, was College Librarian for 28 years (1953–1981), during which time he developed the contemporary sources of the Library and pioneered regional cooperation among medical

libraries. Morse's papers are in two collections totaling 16 linear feet.

McDaniel served as College Librarian from 1933–1953, then as Curator of Historical Collections from 1953 to 1973. Though active in contemporary medical librarianship, McDaniel's love was history. Trained as a classicist (PhD, New York University, 1932), he published over 90 articles on the history of medicine, medical historiography, and the history of the College of Physicians. He wrote and published *Fugitive Leaves* (1935–1938, 1956–1967), a publication dedicated to notes and articles about the College's collection.

McDaniel also edited *Transactions and Studies* (1937–1955), the journal of the College that in McDaniel's time covered both current medicine and medical history. In addition, McDaniel served as Secretary of the American Association for the History of Medicine (1944–1946). His papers comprise three collections totaling 17.8 linear feet. Project Archivists Laura Moyer and Amey Hutchins were supervised by Curator of Archives & Manuscripts Charles Greifenstein. Funding was provided by a grant from the Pennsylvania Historical and Museum Commission. The finding aids are available on the College of Physicians' website, www.collphyphil.org.

Members of the Pennsylvania Historical and Museum Commission (PHMC) recently appointed three new members to the State Historical Records Advisory Board (SHRAB). They are: Stephen L. Doell, Director of

Archives at the Historical Society of Western Pennsylvania; Dr. David Moltke-Hansen, President and CEO of the Historical Society of Pennsylvania; and Pamela Whitenack, Archivist at the Hershey Community Archives. The following individuals were reappointed to the SHRAB: James M. Beidler, Executive Director of the Genealogical Society of Pennsylvania; Dr. Dennis Downey, Professor of History at Millersville University; and Jeffrey D. Rollison, Director of Collections at the Chester County Archives. The new members replace Dr. Ruth Carter, formerly Director of the Archives Service Center and Curator of Collections at the University of Pittsburgh, and Diane Windham Shaw, Special Collections Librarian and College Archivist at Lafayette College, whose terms have expired. Dr. Carter served on the Board from 1997–2002, and Ms. Shaw was a SHRAB member from 1992–2002. Both individuals helped complete the Board's new strategic plan, *Documenting Pennsylvania and Its People*, as well as the five-year Action Plan. PHMC staff appreciates their assistance with Board-sponsored programs and their commitment to helping preserve the Commonwealth's documentary heritage.

The Pennsylvania State Historical Records Advisory Board Regrant Project began in January 2001. The Project was designed to support efforts to implement the SHRAB's new Strategic Plan. Funded by NHPRC and PHMC, the three year project includes increased funding for the PHMC Archives and Records Management grants category for two cycles, a series of archival workshops offered by the Pennsylvania Federation of Museums and Historical Organizations, and special programs held in Philadelphia in cooperation with the African-American Genealogy Group and the Pennsylvania Humanities Council (PHC).

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The MARAC Office Has Moved!

Our new address is:

8233 Old Courthouse Road, Suite 210, Vienna, VA 22182

Phone, fax, and e-mail remain the same.

Please be sure to share this new address with your Accounting Department if your employer pays your membership dues.

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For the 2001/2002 grant cycle, the PHMC received a total of fifty-seven applications requesting \$393,536, and forty-one were approved for funding totaling \$296,855. With the additional monies available as part of the Regrant Project, the PHMC was able to fund 72% of the applicants compared to a high of 56% in 2000. An all-time record 119 grant applications requesting \$1,014,706 have been received in the Archives and Records Management category for the 2002/2003 cycle, and the grant review panels will be meeting in March to review the applications and recommend funding to the PHMC Commissioners. The PHMC grant managers would like to thank Pennsylvania Caucus members who helped advertise the Archives and Records Management grants and encouraged member institutions to apply during the last cycle.

The goal of the Pennsylvania Federation of Museums and Historical Organizations workshops was to improve the skills of professional practitioners, repository administrators, and volunteers to help ensure that archival grant projects funded by state and federal monies would be carried out more effectively. The five topics were: *Archives 101*, *Building a Historical Records Program*, *Archival Arrangement and Description*, *Archives in Cyberspace*, *The Ins and Outs of Digital Imaging and Micrographics*, and *Archival Management for Curators*. The total registration was 494 for the sixteen sessions of the five workshops offered around the state between May and November 2001, and participants represented 202 institutions.

In March and October 2001, the PHC and the PHMC held several events in Philadelphia in cooperation with the African-American Genealogy Group which attracted 245 attendees. The events included a workshop and several lectures on African-American

genealogy. Various repositories in Philadelphia, including Temple University's Urban Archives, staffed display tables so participants could learn more about African-American collections in the area.

The Commonwealth of Pennsylvania launched an ambitious Electronic Records Inventory project in January 2002. Archives and Records Management staff at the Pennsylvania Historical and Museum Commission (PHMC) are focusing efforts on a project to inventory, analyze and schedule electronic records for all Executive Branch agencies under the Governor's jurisdiction. In mid-January the PHMC began distributing to the agencies the first of 52 agency-specific databases that will be used to gather the required information. Simultaneously, agency Records Coordinators and Information Technology (IT) staff have been attending briefings that outline inventory plans, procedures and requirements. The databases contain information gathered from an earlier Governor's Office survey of mission-critical applications, parts of which were exported into the Electronic Records Survey databases. Agency staff will complete forms within the database and return them to the PHMC for review and analysis. The project is one of several follow-ups to the Commonwealth Electronic Records Assessment Report submitted by Dr. Gregory Hunter. The Office of Administration has set the completion date for the project as June 2002. Visit the PHMC's website at www.phmc.state.pa.us/bah/drais/eFAQ.htm to view FAQ's concerning the Inventory Project.

The York County Archives officially unveiled the new 14,000 square foot addition to its building at an open house celebration on December 14, 2001. The new wing consists of 12,000 square feet of records storage space on the lower level, and 2,000 square feet of office and meeting room

space on the main level. The renovation work was completed for just under the estimated cost of \$735,000. The new downstairs records storage area contains compact mobile shelving that enables the Archives to store an additional 26,000 cubic feet of records. Other additions include a new sophisticated water detection alarm system, a state-of-the-art humidity and temperature control system, a new loading dock, and a new bar-coding system which will allow the Archives to monitor the location of records stored within the building. Along with the original section of the building, which used to be a juvenile detention center but was renovated in 1995 to become the official records repository for the county, the York County Archives now has the capacity to store approximately 39,000 cubic feet of inactive and permanently valuable county records in one centrally located modern facility. For more information, visit the web site at: www.york-county.org/departments/archives/archives.htm.

The State Library of Pennsylvania has announced the hiring of a staff Archivist for their Rare Books Room. The new position was created to provide researchers with efficient public access and reference service, in addition to improving collections management. On January 14, 2002, Jane Smith Stewart (formerly of the State Archives) began working as the Archivist in charge of Preservation and Access for the Rare Books Room of the State Library of Pennsylvania. Her training and background as a Paper Conservator will benefit the overall care and preservation of the treasures of the Commonwealth.

The Paley Library at Temple University has a "work in progress" photo website. A large portion of the images included in this website are from the photograph collections in the Urban Archives. Funds provided by IMLS and support from a generous donor has enabled the

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Urban Archives to scan, catalog, and incorporate many images that depict the neighborhoods of Philadelphia. Over 7000 images are available to view at <http://diamond.temple.edu>. Please visit the site and let them know what you think. Margaret Jerrido, Archivist, Urban Archives can be reached by email: mj@temple.edu, or voice: 215-204-6639.

Valerie A. Metzler, Archivist/Historian, has taken on several new archival collection and processing projects for the following clients: the Altoona Railroaders Memorial Museum, Sheetz Incorporated (the convenience store family), W.S. Lee & Sons (food distributors) and the EADS Group (engineering, architecture, and design firm).

Caucus Representative

Jim Quigel can be reached at (814) 863-2505 or [jq1@psulias.psu.edu](mailto:jpq1@psulias.psu.edu)

**Virginia**

The 2002 Annual Spring Virginia Caucus Meeting was held March 15th at the History Museum and Historical Society of Western Virginia. The featured speaker was Darlene Richardson, formerly of the Virginia Museum of Transportation, speaking on "Developing Internship Programs." Ms. Richardson shared some of her experiences in the closing of the Virginia Museum of Transportation's Special Collections Library and Archives. The Caucus

thanks the History Museum and Historical Society of Western Virginia for their generosity in hosting this meeting. For more information please contact Laura E. Drake, Caucus Representative, at ldrake@lva.lib.va.us.

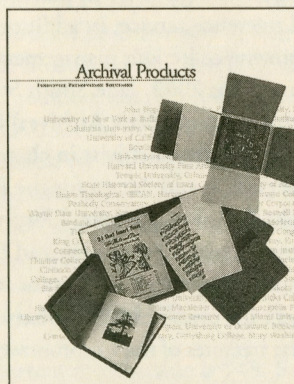
Caucus Representative

Laura Drake can be reached at (804) 236-3713 or ldrake@lva.lib.va.us

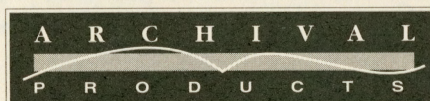
**West Virginia***Caucus Representative*

Ellen Hassig Ressimeyer can be reached at (304) 766-2083 or eressimeyer@oscar.wvsc.edu

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Results of the MARAC Membership Survey

To gain insight into the attitudes of MARAC members toward conferences, and to gauge reactions to various factors affecting attendance, the Meetings Coordinating Committee (MCC) conducted a brief survey last year, which you received with your membership renewal form. These survey forms were returned to Kimball and Associates, where they were detached from the renewal form and sent to me for anonymous tabulation. I am pleased to report that the response rate to this survey was a phenomenal 95%. A total of 730 members who renewed by last October answered at least part of the survey. We are grateful for this data, and it has been studied by MCC as we try to determine "what works and what doesn't," to ensure that conferences meet the needs and expectations of MARAC members.

The survey was purposely constructed to require minimal time to respond, and was attached to the renewal form itself to ensure a higher response rate. Previous surveys have been conducted with more probing questions, but the response rate to longer surveys has been low. Therefore, the basic premise for this survey was that it should require only checking boxes, and must be part of the same form that members return with their dues payment. Several members took the time to add comments to the survey, and these comments have been tabulated and considered by the Committee.

Here are the aggregate results of the survey, in bold type following each possible response:

Question 1: *In the past five years, how many MARAC meetings have you attended?*

Responses: 0-2 **63%**
 3-6 **27%**
 7-10 **9%**
 (Rounding differences make this total less than 100%)

Question 2: *How many years have you been in the archives profession?*

Responses: 0-5 **25%**
 5-10 **17%**
 10-20 **31%**
 20+ **27%**

Question 3: *In deciding whether to attend MARAC meetings, please indicate the importance of the following factors in your decision (1=Not Important; 5=Very Important)*

Responses: A. Hotel room/registration fees **3.2**
 B. Relevance of program **4.4**
 C. Conference location (city) **3.9**
 D. Transportation options to location. **3.3**
 E. Other. **summarized below**

Question 4: *Please react to the following statement: "MARAC should have only one meeting per year, rather than two."
 (1=Strongly Agree; 3=Neutral; 5=Strongly Disagree)*

Response: **2.6**
 Percentage of responses indicating 1 or 2 **40%**
 Percentage of responses indicating 3 **40%**
 Percentage of responses indicating 4 or 5 **20%**

Analysis of survey questions and responses

In the past five years (through spring 2001), MARAC held ten conferences, nine within our region and one joint meeting with the Midwest Archives Conference in Cleveland, Ohio. Of those responding to this question, 63% attended two or fewer conferences within the five-year period, while only 9% attended at least seven conferences. While not everyone responding has been a MARAC member

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for five years, it might be safe to assume that at least half of MARAC members have been members throughout the period but have attended two or fewer conferences.

The second question was included to gather information on how long MARAC members have been in the profession, which might help to explain the response to the first question. We realize that not everyone responding has been a MARAC member, or has worked in the MARAC region, for their entire career. Surprisingly, 58% of those responding have been in this profession for at least ten years. Are we a "graying" profession? Are younger archivists avoiding the MARAC region? Are fewer library school graduates entering the archives profession? Do younger archivists not consider MARAC relevant to their professional careers? There are no answers to these questions here, but the Membership Committee has begun pondering these matters.

In comparing individual (anonymous) responses to the first and second questions, we discovered that 225 respondents reported being in the profession at least ten years, but attending two or fewer meetings in the past five years. The same caveats offered above apply here, of course, but these responses are somewhat surprising.

Interestingly, of those 225 respondents, 13% indicated (in question four) that MARAC should continue offering two conferences per year.

Question three yielded a surprise. Of the four factors offered, hotel room fees and MARAC registration fees were the least important — just slightly above "neutral" on the five-point scale. This would seem to indicate that the price of attending our conferences is considered reasonable. Steering Committee, MCC, and local arrangement committees strive to keep costs as low as possible; perhaps this indicates they have been successful. Program relevance, not surprisingly, was rated as the highest factor. 83 respondents suggested other important factors influencing their attendance, such as scheduling of conferences and time available to attend (39 responses), and whether they receive support from their employer to attend (16 responses).

The final question was intended to gauge members' response to the idea of offering only one conference per year. MARAC has reached a size where it no longer "fits" in some of the smaller cities we used to visit due to the lack of suitable facilities. Being limited to larger cities not only reduces the number of location options, it means higher costs at the

larger hotels where we do "fit." Some have suggested using university facilities, including dormitories, but most institutions are in session during our normal spring and fall meeting times, so dormitory facilities would not be available. Based on the response to this question, there is a slight preference for having only one conference per year. Some undoubtedly chose a neutral response because they have no opinion, but if we discount the neutral responses, those expressing a preference favor one conference per year by a two-to-one margin. There are other factors to be considered by Steering Committee and MCC, of course, including a sufficient pool of people available to plan conferences (i.e., local arrangements and program committees).

Given the excellent response rate this survey achieved, you may see similar surveys in the future. On behalf of the Meetings Coordinating Committee, thank you for assisting us and please continue to respond to these surveys. If anyone would like to contact me directly concerning this survey, or suggest questions for future surveys, please do so at <stimpert@jhu.edu>. Thank you.

Jim Stimpert
Johns Hopkins University
Baltimore, Maryland

Preservation News

Upcoming Events

June 25–27, 2002

CCAHA Disaster Mitigation for Cultural Collections, at the New York Genealogical & Biographical Society, New York City. Individual workshops include: "Be Prepared... Conducting a Vulnerability Assessment," "Be Prepared... Assessing Health and Safety Risks," and "Be Prepared... Mitigating Fire and Security Risks." The cost is between \$50–\$170 depending on number of workshops attended. For additional information, call 215-545-0613 or visit www.ccaha.org.

August 19–25, 2002

The Society of American Archivists Annual Meeting will be held in Birmingham, Alabama. For information, contact 312-922-0140, or visit <http://www.archivists.org/conference/index.asp>.

October, 2002–September, 2003

The Rutgers University Preservation Management Institute (PMI) is designed to give those responsible for collection care a grounding in the range of preservation issues, technologies, and management strategies to advance a preservation program. The Institute

will help you understand the physical nature of your holdings, from the processes that create them to the environmental and storage issues that affect them to the options for repairing and replacing them when they are damaged. PMI will cover the range of techniques that can be employed to preserve collections. Preservation administration will be placed in the context of the other management issues faced every day. PMI combines classroom learning with guided inter-workshop assignments. As part of the work for this Institute participants will conduct an institutional preservation survey and develop recommendations for improvements, draft a disaster plan, and develop components of a preservation plan. The planning documents created will be reviewed individually by the course director, so that at the end of the Institute participant plans are ready to be implemented by the home institution.

The PMI consists of three week-long sessions which will be held in New Brunswick, NJ over a one-year period starting October 28, 2002 and ending September 19, 2003. The cost for the Institute is \$3,995. For additional information contact Rutgers SCILS Professional

Development Director Karen Novick at 732-932-7169 or visit <http://www.scils.rutgers.edu/programs/pds/pmi.jsp>.

CCAHA News

The Conservation Center for Art and Historic Artifacts (CCAHA) announced the launch of the implementation phase of the Collections Central Storage and Access Initiative (CCSAI). Seventeen Philadelphia-area institutions, led by CCAHA, have developed a forward-thinking solution to the need for high quality yet affordable off-site collection storage. CCSAI is seeking to develop a building of approximately 125,000 square feet. Occupancy is projected for the first quarter of 2003. Approximately 30% of the total storage space will be outfitted with compact storage units. Cold and silver storage will be offered to the consortium members along with a workshop and crating/packing area. Common space to be shared by all tenants will include reading rooms, flex space, and computer workstations. Proper climate standards and special constant environments will be maintained. The facility will offer parking and delivery areas, security services, and fire protection. For additional information, call 215-545-0613 or visit www.ccaha.org.



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The Mid-Atlantic Archivist (MAA) is the quarterly newsletter of the Mid-Atlantic Regional Archives Conference (MARAC). MARAC membership includes interested individuals who live and work in Delaware, the District of Columbia, New Jersey, New York, Maryland, Pennsylvania, Virginia, and West Virginia. MARAC seeks to promote the professional welfare of its members; to effect cooperation among individuals concerned with the documentation of the human experience; to enhance the exchange of information among colleagues working in the immediate regional area; to improve the professional competence of archivists, curators of textual, audio-visual and related special research collections, and records managers; and to encourage professional involvement of those actively engaged in the acquisition, preservation, bibliographic control and use of all types of historical research materials.

Individual annual membership dues are \$35. The dues year runs from October 1 through September 30. Membership is not open to institutions, but institutions may purchase subscriptions to *MAA* at \$35 per year.

Membership applications should be addressed to: MARAC, 8233 Old Courthouse Road, Suite 210, Vienna VA 22182; (703) 556-4905; fax: (703) 556-9301; cpayson@kimbal.com.

Material for publication should be sent to Katy Rawdon-Faucett, Archivist, The Barnes Foundation, 300 North Latch's Lane, Merion PA 19066; (610) 667-0290 x1048; fax: (610) 664-4026; krawdon@barnesfoundation.org.

Deadlines are February 15, June 1, August 15 and December 1.

Advertising rates and requirements may be obtained from Susan Aprill, Brooklyn Collection, Brooklyn Public Library, Grand Army Plaza, Brooklyn NY 11238; (718) 230-2778; s.aprill@brooklynpubliclibrary.org.